Skills Training Checklist

Windows
- Managing Folders, including view options
- Windows Explorer
- File Management - deleting, copying and moving files
- Sorting files by name, date, type
- Saving files to the correct location!
- Cut, Copy and Paste
- Searching for files
- File Directory structures (desktop, C: drive, network drives)
- File extensions (wpd, pdf)
- right-mouse clicking

Adobe Acrobat
- Printing to PDF (from Word or WordPerfect)
- Viewing a file
- Copy and paste text
- navigating through a document
- display preferences - full page vs. page width
- Editing a file - limited text editing
- How to OCR a scanned PDF document
- Setting preferences, such as 'Display PDF in browser'

Word/WordPerfect
- Printing to pdf
- Turn off auto-capitalization
- File, Save vs. File, Save As
- Setting a default location for File, Open

Email
- Attachments (For Word documents, use save as, and then go into WordPerfect, and open into Word Perfect)
- Virus recognition

Browser Training
- What is a browser? Internet Explorer and Firefox
- Use of the Back button
- Reload/refresh
- How and when to clear your cache